IT Unit 3

Topic 2

# Ch 3, Data Analytics: Drawing Conclusions, Part 2

**File naming strategies,**  p 144-146

1. What is the purpose of using effective file naming strategies?

**Formats**

1. What is meant by file naming formats?

**Conventions**

1. What is the golden rule for conventions?
2. Describe the following conventions:
   1. Characters
   2. Language
   3. Case
   4. Dates
   5. Versions
   6. Word choice and order

**Organising and storing data,** p 146-152

1. Why is it important to organise and store your data in an organised way?

**Hierarchies**

1. Explain how a hierarchical structure operates.

**The Cloud and file sharing**

1. What are the benefits of using the cloud to store your data?
2. What is the SPOT strategy and why is this technique popular?

**Metadata, p 150**

1. Explain the term metadata by using an example.

**Archiving**

1. What does archiving refer to?
2. What needs to be considered when archiving files?

**Synchronising files**

1. What are the advantages of data synchronisation?